

Electronic Filing News

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CM/ECF Statistics

- 3470 attorneys are currently registered for electronic filing.
- On average, attorneys file over 2300 documents electronically each month.
- Over 35,000 cases are currently available electronically.

What's New in CM/ECF Version 2.5

The court installed version 2.5 of the CM/ECF software in early October. Most modifications were behind the scenes on the court's side, but users will notice a few changes.

Back Arrow Fixed. The back arrow button now works consistently in all compatible browsers.

JavaScript Blocked. A new technology allows users to embed JavaScript code in a PDF document. CM/ECF Version 2.5 blocks the filing of documents containing JavaScript tracking code. If a user tries to add such a document to a case, the following message appears:

ERROR: Document contains code which may cause an external action (such as launching an application). This PDF document cannot be accepted.

Multi-Part Motions. When a user is docketing a multi-part motion, the order in which the relief types are selected is now the order in which the events appear in the docket text. Previously the relief types appeared in alphabetical order.

Linking Filings. Previously, when a user docketed an event that potentially was linked to an existing filing, the user was asked, "Refer to existing event (s)?" The prompt has been changed to ask, "Should the document you are filing link to another document in this case?"

Docket Activity Report Improved. The "Notes" section of the report now appears only once per case number. Previously, this section appeared for each item listed, creating a lengthy report. If a document number for a related docket entry is included in the docket text, that now appears as a hyperlink. The user can now click on the imbedded document number hyperlink from within the docket text on the report.

Queries. Queries now provide more information. A query on a name or date range will provide the date the case was closed along with the case number, case title, and the date the case was filed. Users can now query open cases, closed cases, or both. ♦

"The court is currently testing software that will allow attorneys to open their own civil cases electronically"

New Event—Motion for Victim Rights

The Justice for All Act of 2004 (Public Law 108-405), which provides for crime victims' rights and enhanced DNA collection, testing, and training, became law on October 30, 2004. This new law requires the Administrative Office of the United States Courts (AO) to report annually to Congress the number of times that a right

established under this Act is asserted in a criminal case and the requested relief is denied, and the reason for such denial. The AO has created a new CM/ECF motion event called "Motion for Victim Rights." Please file an appropriate motion using this new event whenever a victim asserts his or her rights under the Act. ♦

Which Browser Should I Use?

CM/ECF currently works with the following browsers:

Netscape 7.0x or 8.0x
Internet Explorer 5.5 or 6.0
Firefox 1.0

In our testing, none of the browsers worked perfectly with CM/ECF. However, all issues are minor and none of the issues will prevent you from filing or viewing documents in a case. ♦

PDF Headers Causing Problems Viewing Documents

You may have noticed the new header information on the top of PDF documents filed in CM/ECF. While these headers are a nice new feature, they do not always display correctly on the PDF documents. These headers are actually an "overlay" onto the original PDF document.

Some of the problems identified when the PDF headers are turned on are:

- the page size of the document is reported as 8 ½ by 17 which causes it to print very small,
- a fillable form, such as the Civil Cover Sheet, appears blank,
- random pages of a document

have missing text or are completely blank, and

- the header shows up in the middle of the document instead of at the top.

All of these problems are resolved by turning off the PDF headers. To turn off the header option click on **Utilities**, then **Maintain Your Account**, uncheck the box **"Add headers to PDF documents"**. Click **Submit** twice. This option acts as a toggle and can be turned off and on as necessary. ♦

CM/ECF Hints and Tips

Party association. The first time that a document is filed in a case, the system displays the message: "The following attorney/party association does not exist for this case. Please check which associations should be created for this case."

Follow these steps to ensure the proper party association:

1. Select the check box before the party name;
2. Leave blank the check box before "Lead"; and
3. Select the check box before "Notice".

Selecting proper events. Be careful to select a 'motion' event rather than a 'notice' when filing a motion. Motions appear and are tracked on the judge's pending motions report, but notices are not similarly tracked and could be missed. A list of events is available by clicking **Reports - Menu Listing**. There is no PACER fee to access the menu listing report. If a specific motion is not listed, the user should select "Miscellaneous Relief."

Motion to Extend. When filing a Motion to Extend describe in docket text what you are requesting to extend, and link to the related filing number if appropriate.

Filing attachments Users are reminded that when filing an index of evidence in support of a motion or brief, the attachments should be attached to the index, not the motion or brief.

E-mail tips. Correct or delete the e-mail address in CM/ECF when you have a new e-mail address or a staff change. To change e-mail addresses, go to **Utilities - Maintain Your Account**. At the bottom of the screen, click **E-mail Information**. When the corrections or changes have been made, click **Return to Account Screen**. On the next two screens, click **Submit** until you receive a message confirming that the update was successful.

E-mails to the court. Include the case name in the subject line of e-mail communications. If the case has been assigned a case number, include both the case name and the case number.

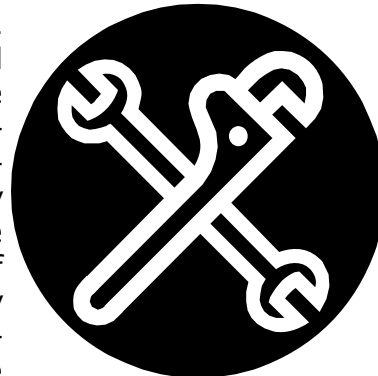
Filing answers. When filing an answer, it is important to link to the complaint being answered. If the answer is not linked to the complaint, the answer deadline remains pending.

When filing an answer on behalf of multiple defendants, select all the defendants that you represent. To select multiple defendants, hold down the CTRL key and click the appropriate parties.

Objection to a Presentence Investigation Report. An objection to a Presentence Investigation Report must be filed as an objection and not a statement. An objection will appear on a judge's report, but a statement

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"Include the case name in the subject line of e-mail communications. "



UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEBRASKA

Roman L. Hruska U.S. Courthouse
111 S. 18th Plaza, Suite 1152
Omaha, NE 68102

Robert V. Denney Federal Building
100 Centennial Mall North, Room 593
Lincoln, NE 68508

Phone: 402-661-7350
Toll Free: 866-220-4379
Email: emailus@ned.uscourts.gov

We would love to have you share your thoughts, ideas and comments on CM/ECF with other attorneys. Please e-mail article ideas or guest columnist submissions to Luta Pleiss at luta_pleiss@ned.uscourts.gov.

Counsel, please advise witnesses that photo identification is required to enter the courthouse. Sharp objects, cameras, recording devices, and cell phones/camera phones are not allowed in the courthouse.

*Watch for revised
Civil and Criminal
Administrative
Procedures coming
in November.*

Missing NEF's

After clicking on the final submit button when filing a document, users should wait until the Notice of Electronic Filing (NEF) screen displays completely. If this screen is not allowed to finish loading, the "smudge" or "silver ball" on the docket sheet, which

allows users to access the NEF, does not appear. Even though the NEF is not being produced, e-mail notice is being sent. However, there is no way to retrieve or reproduce the NEF on the docket sheet. ♦

Upcoming Changes

The court has received the updated CM/ECF software that will allow attorneys to open their own civil cases electronically and to pay the filing fee online with a credit card. In early 2006, a few firms with heavy federal court caseloads will be asked to participate in a pilot project. Training

will be offered to all filers when online case opening is fully implemented. The training locations and times will be posted on the court's website. The training will also include information on upcoming changes to the Local Rules and the Administrative Procedures. ♦

CM/ECF Hints and Tips (Continued from page 3)

will not appear on the report.

Print Fillable Forms to PDF.

When completing a fillable form from the court's Web page, print the form to PDF after you fill it out rather than save it. Printing to PDF embeds the changes you made to the form.

Signatures on electronically-filed documents. All documents

filed electronically or submitted on disk to the clerk's office shall be signed with an "s/(attorney name)" signature. Please refer to sections II.C.2 in both the Civil Administrative Procedures and the Criminal Administrative Procedures for the correct format. ♦